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# USD Forms "Institute for Law Office Administration"

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# NEWS RELEASE

# UNIVERSITY OF SAN DIEGO



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FOR IMMEDIATE RELEASE

## USD FORMS "INSTITUTE FOR LAW OFFICE ADMINISTRATION"

A program designed to train legal administrators in private law firms, corporate legal departments and governmental agencies has been established by the University of San Diego.

The "Institute For Law Office Administration" has set its sights on training both new administrators and those who wish to enter the field. The goal is to produce effective managers, and to develop an awareness of the importance of the legal administrators' role in the successful operation of a legal organization.

The program will begin on January 17, 1979, and continue through May 12, offering more than 100 hours of instruction from legal experts in the field.

Classes will be held at the Ambassador Hotel in Los Angeles on Wednesday evenings from 6:30 to 9:30 p.m., and on Saturday mornings from 9 a.m. to 1 p.m. Tuition is \$750, plus an application fee of \$25.

The program director for the Institute is John S. Gupta, Administrative Manager for Pacht, Ross, Warne, Bernhard and Sears, Inc., of Los Angeles. Mr. Gupta is currently the Western Region Vice-President of the Association of Legal Administrators, and past president and founding member of the Beverly Hills Legal Administrators.

Other faculty members include Robert G. Baylor, Office Administrator for the law firm of Manatt, Phelps, Rothenberg, Manley and Tunney in Los Angeles; Mary Franklin, Office Manager for Pacht, Ross, Warne and Sears, Inc.; Kenneth L. Lower, Administrator with Meserve, Mumper and Hughes of Los Angeles; and Melinda Mathes, Personnel Director with Cox, Castle and Nicholson of Los Angeles.

Interested persons should contact the University of San Diego, Graduate Career Programs, Serra Hall, Room 318, San Diego, CA. 92110, (714) 293-4579; or John Gupta at 1800 Avenue of the Stars, Suite 500, Los Angeles, CA. 90067, (213) 277-1000.

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